

Carolina **Productions**

University of South Carolina Student Life

General Duties and Responsibilities for all of the Executive Board

1. Attend all executive retreats, trainings, and meetings
2. Participate and support peers through assistance in planning, executing, volunteering and attending Carolina Productions events
3. Maintain a minimum of seven office hours per week, at least six of which shall be during regular business hours. Weekly committee and executive board meetings do not count towards the seven required office hours
4. Manage office hours using SubItUp to properly clock in and out
5. Provide outstanding customer service to all students and staff that visit the Carolina Productions office and interact professionally via phone or email with external constituents
6. Establish personal leadership development and programmatic goals
7. Meet weekly with advisor to discuss the progress towards leadership goals
8. Become certified to drive Russell House seven-passenger van. An official copy of a current 10-year driving record from home state will be needed at the start of each semester
9. Attend the Russell House Student Leaders Training, held at the beginning of each semester
10. Transition successor upon completion of selection process
11. Abide by all expectations outlined by members and advisors at the Executive Board retreat

General Duties and Responsibilities for all Vice Presidents

1. Work with President and Vice-Presidents to plan organizational retreats and socials
2. Meet weekly with President, Vice-Presidents, and Advisors in the Management Team meeting
3. Maintain Carolina Productions standards in respective area
4. Implement any new initiatives into respective area
5. Develop department goals in collaboration with President, Advisors, and fellow Vice-Presidents
6. Monitor department activities relative to goal accomplishment
7. Attend when possible and promote the success of all CP events

Specific Duties and Responsibilities for the Vice-President of Internal Affairs

1. Work with President and Advisor to disperse total funds to create yearly budget
2. Monitor organization spending in yearly budget tracker.
3. Ensure that Carolina Productions history is preserved through executive board meeting minutes and agendas.
4. Fulfill Presidential duties in President's absence.
5. Serve as member of Russell House Advisory Board.
6. Ensure office runs efficiently through organization.
7. Reward members of Pit Crew's dedication through General Member of the Month voting and certificates (work with graphic designer).
8. Prepare and Present budget reports for programmers in a timely manner
9. Maintain familiarity with Student Government Finance Codes to ensure that Carolina Productions remains in compliance.
10. Plan & Execute PIT Crew retreat (at least one a year) and annual end-of-year banquet.